

S-E-C-R-E-T
CLASSIFICATION

TO : Chiefs of all Stations and Bases DATE 21 NOV 1957

FROM : Chief, Headquarters, RI

SUBJECT { GENERAL : Records Management
SPECIFIC : Reduction of Administrative (Transmittal)
Type Dispatches

Action Required: As outlined below

25X1A 1. In an effort to reduce the workload required for the processing, controlling, filing, and maintenance of papers, a Non-Accountable Material Manifest, Form 1236 TEST has been developed. The purpose of this form is a cover for material such as [REDACTED] and other forwarded to the Field which is non-accountable, but yet requires disposition instructions. This form is not intended to replace transmittal dispatches for which there is a legitimate reason and which are required for operational and other purposes. It is a convenience document requiring little or no control, retention, or processing beyond its initial receipt. One danger in the use of this form is that its convenience may override discretion and material which should be forwarded under a dispatch and thus be accounted for might be forwarded under cover of this form.

2. Form 1236 has been used in the NEA Division on a test basis, and NEA has advised that the use of the form is very worthwhile and promotes savings in time and workload.

3. The completion and processing of Form 1236 is as follows:

a. The form is to be completed in two (2) copies if desired. The original will be forwarded to the addressee with the material covered, and the yellow copy will be retained by the addressor.

b. The signature appearing on the form will be the pseudonym of the individual authorized by the respective Chief of Station to sign the manifest. Release and/or coordination requirements are at the discretion of the Chief of Station.

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c. Items destined for a particular addressee should be grouped under one common manifest to preclude split routing, etc.; this is particularly true for those manifests originating in the field. A separate manifest should be prepared for material destined for [REDACTED] and other elements of KUBARK.

d. Column 1: Item Number will bear the items covered by the manifest numbered consecutively.

e. Column 2: Description will contain as complete a description of the material as necessary for clarity.

f. Column 3: Use - The disposition to be made of the specific item is to be designated in this column by the use of the appropriate number for the pertinent numbered caption under Section a., in the heading of the form.

g. The form and its material is to be listed on the respective pouch manifest as "Non-Accountable Material".

h. There will be no receipts exchanged between Headquarters and the field for material covered under Form 1236. The receipted pouch manifest from the field will constitute the receipt for this material.

i. The yellow copy of Form 1236 is to be retained not longer than one year. This copy of the form may be destroyed at the discretion of the respective field station any time up to one year, but must be destroyed at the end of one year.

4. A completed sample form is attached for your information. The items shown on the sample are not the only items which can be covered with the Non-Accountable Material Manifest. They are items that have been included on NEA manifests and are merely typical examples. Others might be payroll data changes, commendations, overtime reports, charity drives, etc.

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5. If your Station desires to use this form, it can be obtained from headquarters under the stock control number of 7530-005-7377. The form is available in pads of 50 sets to the pad.

6. This labor-saving device was developed in response to a suggestion from the field.



25X1A

1 attachment:

Sample "Non-Accountable Material
Manifest" Form 1236 Test (h/w)

(1 November 1957)

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NON-ACCOUNTABLE MATERIAL MANIFEST

DATE

30 October 1957

Chief of Station, [REDACTED]

FROM:

Chief, NEA

THE NON-ACCOUNTABLE MATERIAL(S) LISTED BELOW ARE FOR STATION USE AS INDICATED BY ONE OF THE FOLLOWING
NUMBERED DESIGNATORS IN COLUMN 3:

1. BACKGROUND INFORMATION
2. DISCUSSIONS WITH LIAISON SERVICES
3. PASSAGE TO LIAISON
4. OTHER (Specify) FYI or per request
5. OTHER (Specify) Administrative information
6. OTHER (Specify) Discussion with and passage to appropriate Government contacts.

THE FORWARDING OF THE ATTACHED MATERIAL CONFORMS TO CURRENT POUCH REGULATIONS.

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